



JOB DESCRIPTION

Position Title: **Principal Analyst**

Working Area: **Support Services**

Class Code: 4909

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional work assisting the Division Manager in managing, overseeing, and planning division activities. Includes assistance with the development of policies and procedures for individual division functions, new program development and existing program enhancement, budget oversight, and business planning. Specific focus will be on managing division contract, lease, and records management functions.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assists the Division Manager in assuring that division activities conform to overall policies related to support services. Also assists in the development and modification of division programs, policies and procedures.

Assists the Division Manager with division program oversight, including operations, budget, and program planning. Coordinates individual programs or functions to include records' management, public information, and analysis of performance measurements systems for each function.

Coordinates office space leasing for the County. Responsibilities for County office leases include locating space, negotiating terms, and facilitating relocation. Updates lease property database as needed.

Performs service contract monitoring to include overseeing operations and maintaining records.

Serves as the focal point for record storage management. Oversees hard copy records storage and destruction programs to enhance the process and make it more cost efficient. Will have primary responsibility for coordinating disposition and tracking of public records information requests.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Knowledge of Performance Measurement methodologies. Knowledge of records' management, budget management, and leasing. Knowledge of analytical methodologies and techniques used in developing program strategies and services.

Ability to quickly comprehend County budget and purchasing requirements is necessary. Ability to identify trends and express conclusions in written and verbal form. Ability to use qualitative and quantitative methods and communicate findings and conclusions. Requires advanced communication and facilitation skills to guide teams to develop and enhance their functions, and to coordinate and communicate division activities to all levels of County government, external providers, and the general public. Position will require a great deal of people interaction.

Skilled in the operation of personal computers and software applications such as word processing, spreadsheets, and database management.

Bachelor's Degree in Business Management, Finance, Public Administration or a closely related field and five (5) years' progressively responsible professional work experience. Background or training in areas dealing with land management, records management, and/or budgeting and management analysis are preferred.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a general office setting. Incumbents in this classification normally perform work while sitting at a desk or table. Incumbents in this classification use a personal computer to perform assigned job duties and may be exposed to radiant and electrical energy from computers.